

# **PEDS Data Entry Training County Commission Organization Setup**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



## Goals of training

- To define “County Commission organizations.”
- To learn how to enter organizations into PEDS.
- To learn how to edit, deactivate, and delete organizations in PEDS.

# Organization

## Definition

An entity funded by the County Commission to oversee one or more funded programs.

### Examples of organizations:

- Education organizations
- County service agencies
- Private providers
- Nonprofit community organizations
- Consulting organizations
- Family Resource Centers
- Child care centers or preschools

**Each funded  
program must be  
tied to an  
organization.**

# Organization categories

## Definition

**Commission-run program:** An activity or set of activities funded by a First 5 commission and administered directly by County Commission staff.

**Externally-run program:** An activity or set of activities funded by First 5 and administered by an agency other than a First 5 Commission.

# How do I enter an organization into PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Proposition 10**  
Evaluation Data System

**Main Menu**

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

**Initiatives** **Organizations** **Achievement Categories**

**SNP Partner Agencies**

Please select a Reporting Period: 2005-2006 Fiscal Year

**Priority Outcomes**

**Click Organizations button.**

User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)  
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County: First 5 Mayberry Children and Families Commission

**HELP!**

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# Organization

## Entry of name

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Organization

Enter organization Name.

Organization: AAA Health & Service Organization

Description:

Add Refresh

The organization entered will be shown in drop-down menus throughout PEDS.

# Organization

## Entry of description

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Main Menu Organizations Help

**Organizations**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Organization
AAA Health & Service Organization
All Star Daycare
Bright Bertha's Family Child Care
Bright Star Christian Children's Center
Brookstone Community Health Center, Inc.
Care for Newborns
Children and Family Services
Children Services Network
Department of Public Health
Early Education for Children

**Organization:**  
**Organization:** AAA Health & Service Organization  
**Description:** Health and service organization that receives funding to support the oral health initiative.

**Add** **Refresh**

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**Enter organization Description (optional).**

**The description text field can contain up to 150 characters.**

**Click Add.**

# How do I edit an organization in PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' website interface. At the top, there is a navigation bar with 'Main Menu' and 'Organizations'. Below this, the page title is 'Organizations'. A list of organizations is displayed, with a callout bubble pointing to the first entry, 'AAA Health & Service Organization', stating: 'Select the entry you wish to edit.' Below the list, there is a form for editing an organization. The form has fields for 'Organization:' (containing 'AAA Health & Service Organization') and 'Description:' (containing 'Health and service organization that receives funding to support the oral health initiative.'). There is also a 'Deactivate:' checkbox which is unchecked. At the bottom of the form, there are three buttons: 'Delete', 'Edit', and 'Refresh'. A callout bubble points to the 'Edit' button, stating: 'Make any necessary changes and click **Edit**.' The page also features a 'Funded' button and a 'Trusted sites' icon in the bottom right corner.

First5 CALIFORNIA  
Statewide Data Collection and Evaluation

Main Menu Organizations

Organizations

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Organization

AAA Health & Service Organization  
All Star Daycare  
Bright Bertha's Family Child Care  
Bright Star Christian Children's Center  
Brookstone Community Health Center, Inc.  
Care for Newborns  
Children and Family Services  
Children Services Network  
Department of Public Health  
Early Education for Children

Organization:  
Organization: AAA Health & Service Organization  
Description: Health and service organization that receives funding to support the oral health initiative.  
Deactivate: ☐

Delete Edit Refresh

Funded

Make any necessary changes and click **Edit**.

Select the entry you wish to edit.

Trusted sites



# How do I deactivate an organization in PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' website with the 'Organizations' page selected. The page has a blue header with the logo and navigation links. A table lists various organizations, with 'AAA Health & Service Organization' highlighted. A callout box points to this entry. Below the table, a detailed view of the selected organization is shown, including a 'Deactivate' checkbox which is checked. Another callout box points to this checkbox. At the bottom, there are buttons for 'Delete', 'Edit', and 'Refresh'. A third callout box points to the 'Edit' button. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

1. Select the entry you wish to deactivate.

2. Select the **Deactivate** checkbox.

3. Click **Edit**.

# What happens when I deactivate an organization?

## Deactivating an organization:

- Removes the organization from the drop-down list when you set up or edit a funded program.
- Does not remove the organization from the filter list when you run reports.
- Does not remove an organization that was previously linked to a funded program.

# How do I delete an organization in PEDS?

The screenshot shows the 'FIRST5 CALIFORNIA' website's 'Organizations' page. At the top, there's a navigation bar with 'Main Menu' and 'Organizations'. Below this is a table of organizations. The first organization listed is 'AAA Health & Service Organization'. A callout bubble points to this entry with the text '1. Select the entry you wish to delete.' Below the table, there's a form for editing an organization. The 'Organization:' field is filled with 'AAA Health & Serv' and the 'Description:' field is filled with 'Health and service'. A 'Deactivate:' checkbox is also present. At the bottom of the form, there are three buttons: 'Delete', 'Edit', and 'Refresh'. A callout bubble points to the 'Delete' button with the text '2. Click Delete.' Overlaid on the form is a 'Microsoft Internet Explorer' dialog box with a question mark icon and the text 'Are you sure you want to delete this record?'. It has 'OK' and 'Cancel' buttons. A callout bubble points to the 'OK' button with the text '3. Click OK to delete this record.' The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK** to delete this record.

# How do I delete an organization in PEDS?

The screenshot shows the FIRST5 CALIFORNIA website interface. At the top, there is a logo for FIRST5 CALIFORNIA and a navigation bar with 'Main Menu' and 'Organizations'. Below the navigation bar, there is a table listing various organizations. A light blue speech bubble points to the table with the text: 'Before deleting an organization, any funded programs linked to the organization must be removed.' Below the table, a red message states: 'The record you have tried to remove has dependent records. You need to take care of the dependent records in the following screens:'. This is followed by a table with two columns: 'Screen' and 'Number of Dependent Records'. The table shows one entry: 'Funded Program' with a value of '1'. Below this table, there is a blue button labeled 'Go back to entry page'. At the bottom of the page, there are three buttons: 'Delete', 'Edit', and 'Refresh'. A pink octagonal callout box on the left side of the page contains the text: 'An organization cannot be deleted if it is linked to a funded program.' The browser's address bar and status bar are visible at the bottom of the screenshot.

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Organizations

A	B	C	D	E	F	G	H	I
AAA Health & Service Organization								
All Star Daycare								
Bright Bertha's Family Child Care								
Bright Star Christian Children's Center								
Brookstone Community Health Center, Inc.								
Care for Newborns								
Children and Family Services								
Children Services Network								
Department of Public Health								
Early Education for Children								

*The record you have tried to remove has dependent records.  
You need to take care of the dependent records in the following screens:*

Screen	Number of Dependent Records
Funded Program	1

*Go back to entry page*

**Delete** **Edit** **Refresh**

**Funded Programs**

**An organization cannot be deleted if it is linked to a funded program.**

Trusted sites

# What happens when I delete an organization?

## Deleting an organization:

- Removes the organization from the drop-down list when you set up or edit a funded program.
- Removes the organization from the filter list when you run reports.
- Cannot occur if the organization is linked to a funded program.

# How do I link a funded program to a different organization in PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu

Proposition 10  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [User Type Selection](#)

**Funded Program Entry**

Initiative:

Organization:

**Funded Programs**

**Initiatives** **Organizations** **Achievement Categories**

**SNP Partner Agencies**

Please select a Reporting Period:

**Priority Outcomes and Indicators**

Click Funded Programs button.

User: sanders.m...  
User Type: County Comm...  
County: First 5 Mayberry Children and Families Commission

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# How do I link a funded program to a different organization in PEDS?

**FIRST5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

**Funded Programs**

Initiative: [Dropdown] Organization: [Dropdown]

[A][B][C][D][E][F][G][H][I][J][K][L][M][N][O][P][Q][R][S][T][U][V][W][X][Y][Z][All] ☐ Active ☐ Inactive

Funded Program Name	Organization	Initiative
Mayberry Resource Center II	AAA Health & Service Organization	Oral Health Care Initiative
Mayberry Resource Center	Early Education for Children	Family Resource & Learning Centers (FRLCs)

**Program Information** | **Address and Org Type** | **Contact Information** | **Description**

**Initiative:** Oral Health Care Initiative

**Organization:** Department of Public Health

**Name:** Mayberry Resource Center II

**Subcontractor:** ☒ **Of:** Healthy Medical Center

**Inactive:** ☐ **Expires:** [Date]

**Delete** **Edit** **Refresh**

**Reporting Period:** 2005-2006 Fiscal Year

**Activities (Aggregat...)** **Priority Outcomes an...**

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1. Select the entry you wish to edit.

2. Choose a different organization from the dropdown menu.

3. Click **Edit**.

# Organization Report filters

File Edit View Favorites Tools Help

CS&O

**FIRST 5 CALIFORNIA™** Direct Services (Aggregate)  
Statewide Data Collection and Evaluation

HELP

Start Date: 07/01/2005

End Date: 06/30/2006

Funded Program: Include All Items

Activity Location:

Funded Program Status: Active

Activity Location Zip Code: Include All Items

School Readiness Initiative Funding: Include All Items

Initiative: Include All Items

Organization: AAA Health & Service Organization

Organization Main Category:

Organization Sub Category:

Organization Type:

Participant Type:

Ethnicity:

Language:

Run Report

Trusted sites

Choose an organization from the dropdown menu.

This filter runs a report that groups results of all funded programs in the selected organization.



# Organization

Applicable reports with an “organization” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

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**Reports**

Please select a Reporting Period:  
2005-2006 Fiscal Year

**Direct Service Activity Data**

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

**Other Activity Data**

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities
- Mini-Grants

**Participant Data**

- Direct Service Contacts by Demographics

**Outcome Data (Core)**

- Intake Report

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User Type: County Commission User  
County: First 5 Mayberry Children and Families C

Scroll down to view all reports.

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# Organization

Applicable reports with an “organization” filter

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**


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Participant Data	Outcome Data (Core)
<a href="#">Direct Service Contacts by Demographics</a>	<a href="#">Intake Report</a>
<a href="#">Nonduplicated Participant Counts</a>	<a href="#">Intake / Follow-up Report</a>
<a href="#">Counts of Participants (Some Duplication)</a>	<a href="#">Pivot Table Report</a>
<a href="#">Nonduplicated Participant Count by Service</a>	<a href="#">Intake / Follow-up Completed</a>
<a href="#">Participant Detail Data Export (Individual)</a>	


  

Progress and Fiscal Reports	Service Quality Reports
<a href="#">Funds Spent by Strategy</a>	<a href="#">Intensity of Services</a>
<a href="#">Achievement Milestones</a>	<a href="#">Duration of Services</a>
<a href="#">Funded Program Detail Report</a>	<a href="#">Comprehensiveness of Services</a>



**User:** sanders.mary (0 login attempts since 11/8/2005 9:16:57 AM)  
**User Type:** County Commission User  
**County:** First 5 Mayberry Children and Families Commission



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# Organization

## Summary of data entry

### To Add

- Go to Organizations.
- Enter organization name.
- Enter description (optional).
- Click **Add**.

### To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

### To Deactivate

- Select entry to be deactivated.
- Click the **Deactivate** checkbox.
- Click **Edit**.

### To Delete

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.

### To Unlink a Funded Program

- Go to Funded Program Setup.
- Select the funded program you wish to unlink.
- Select a different organization from the drop-down menu.
- Click **Edit**.